



User Reference Guide

UIC

Module 3 – Submit Analytical Sample Data

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COURSE OVERVIEW

Course Description

This lesson details the process of submitting and reviewing analytical sample data into wellstar.

Process Flow

1 SUBMIT AND REVIEW

This lesson details the process of submitting and reviewing analytical sample data into wellstar.

Lesson Objectives:

- Submit Analytical Sample Data
- Review Analytical Sample Data

1.1 Submit Analytical Sample Data

Form Name ↑	Form Category	Purpose	Version	Count
110BQ Quarterly Water Injection	Production	Allows Operators to report water injection data on a quarterly basis	1	3
110FQ Quarterly Other Water Allocation	Production	Report quarterly water allocation data	1	1
110Q Quarterly Water Production	Production	Allows Operators to report water production data on a quarterly basis	1	2
72-Hour Notification Form	Well Stimulation	Create or maintain pre-stimulation treatment data	1	12
Analytical Sample Data Submission	Well Stimulation	Submit analytical sample data for a Well, Facility, UIC Project, or WST Permit.	2	0
Application for Injection Approval	UIC	Online Form used to create or update an UIC Project.	2	0
Application for Well Stimulation Permit	Well Stimulation	Create or maintain a well stimulation permit	1	35

Advanced Filtering Search

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Form Navigation

UIC – Submit and Review Analytical Sample Data

Step	Action	Required Fields
1.	Selection Online Forms	
2.	Search and click on the blue hyperlink labeled Analytical Sample Data Submission	

Form Information
[Hide Form Navigation]

Please enter information below. * Indicates Required Field

Form Name
Analytical Sample Data Submission

CA Certified Laboratory

Laboratory Services LLC (10455) ▼

Operator *

Aera Energy LLC (A0610) - Bakersfield, CA ▼

Description * ⓘ

Well Name, API #

All comments are discoverable records, open to public review.

Section 1. Form Information

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Submit Analytical Sample Data. Start by typing in the Organization Name and search for the correct organization for the dropdown.	Organization
2.	Type in the Project Code for the well or search for the Project Code from clicking on the right side of the search bar.	
3.	Enter in a Description for this Well Summary NOTE: It is recommended to enter “Well Name” in Description so that this information can also be used to locate the form. Ex: Lake View 2	
4.	Click “ Save and Continue ” .	

UIC – Submit and Review Analytical Sample Data

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates required field

Organization Name	Type of Organization			
Anacapa Oil Corporation (A2500)	Corporation			
Organization Primary Address				
5403 Franklin Rd. Yuba City, CA 95992				
Organization Primary Phone Number	Ext			
Contacts				
Actions ▾				
Name	Phone Number	Email	Role	Actions
Mykal Stoner		mykal.stoner@conservation.ca.gov	Submitter	
			Agent	

Add Contact ✕

* Indicates required field

Is this contact already in WellSTAR?

Contact Role *

Form Contact ▾

Form Contact

 Permitting/CEQA
 Technical Contact

Contact Name *

Phone Number *

Email *

Section 2. Operator Information

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note: changes cannot be made to organization details here.</i>	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click “Actions” .	
4.	Click “Add Contact” .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue “Update” button.	
7.	Click “Next” . Next	

UIC – Submit and Review Analytical Sample Data

Association
[Hide Form Navigation]

The uploaded sample can be associated to a well, facility, UIC Project, or WST Permit(s)
* Indicates Required Field

Sample Category *

Sample Depth Top (TVD) ⓘ

Sample Depth Bottom (TVD)

Associated Wells
▶

Associated Facilities
▶

Associated Projects
▶

Section 3. Sample Association

Step	Action	Required Fields
1.	Check whether the sample data is associated with a Well or Facility by selecting either circle.	Well, Facility
2.	Search for the correct Well/Facility . This can be completed by inputting API or tank name the search bar or searching through the list of Wells/Facilities	
3.	Select the correct Well/Facility and select the down around <input type="checkbox"/> underneath the search box . This associates the well/facility to the analytical sample data.	
4.	Click Next	

UIC – Submit and Review Analytical Sample Data

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering Actions Search

Upload...	Upload...	Type	Descri...	File	Actions

- Add New
- Export - Excel
- Export - PDF

Document Upload [Close]

* Indicates Required Field

Upload New Document Associate Existing WellSTAR Document

Internal Only Confidentiality Requested ?

Category
[Dropdown]

Type *
[Dropdown]

Relevant Date *
[Date Picker]

Description *
[Text Area]

All comments are discoverable records, open to public review.

Filename *
[Text Field] [Browse]

[File Icon]

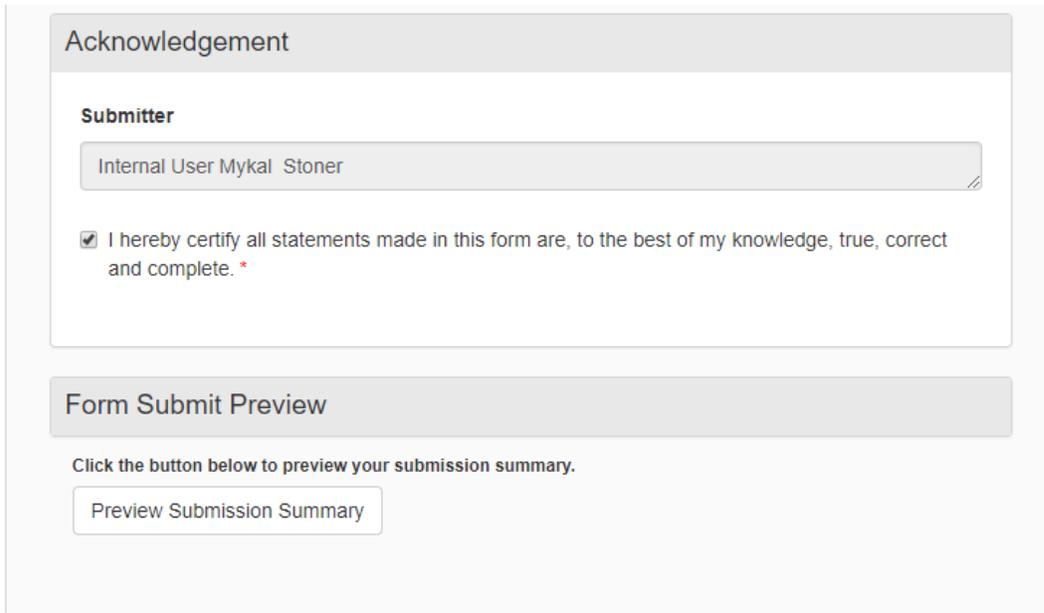
Cancel Upload

Section 4. Upload Documents

1.	<p>Upload any pertaining documents applicable to the Analytical Sample Data. This can include:</p> <ul style="list-style-type: none"> • Additional Documentation • Cathodic Protection measures • Confining Layer Isopach Map • Daily Rate of Injection • Equipment Diagram • Final Map • Fluid Treatment • Future Plans • Geologic Cross Section • Geologic Overview • Injectate Source • Injection Facility Map • Injection Method • Isobar Map • ISO_GOR Map • Monitoring Plan • Net Sand Isopach Map • Offset Operator Letters • Plugging/Abandonment Program • Representative Type Log • Reservoir Fluid Data by Zone • ReservoirCharZone • Safety Program • Structural Contour map • Water Analysis • Water Sample • Water Well Survey • Water-oil Ratio Map • Well Drilling Program • Water Analysis • Water Sample • Water Well Survey • Water-Oil Ratio Map • Well Drilling Program • ZEI Calculation 	
2.	To upload, click add document . A popup will expand below.	

UIC – Submit and Review Analytical Sample Data

3.	In this popup, input all information. To add the document, select browse, search for the correct file and click upload .	Type, Relevant Date, Description
4.	Select Upload to upload the form to WellSTAR.	
5.	Select “Next” . 	



Section 5. Form Submit

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . This creates a popup. Type in the formID or name and click “Save” .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click Add Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” . This autopopulates the user’s name who is filling out the form.	
4.	Click the button “Preview Submission Summary” to generate the submission.	
5.	When satisfied with the submission, click “Submit” .	

Confirmation



Your form has been submitted successfully. You will be notified when a determination has been made.

Section 6. Confirmation

Step	Action	Required Fields
1.	No action needed. NOTE: The Well Summary Form is submitted and goes through an internal review process. Well Summary Review Task is created per district.	

1.1.1 Key Points

This process streamlines the Analytical sample process and will:

- Allow users to submit and highlight the key points of the analysis as well as a digital copy of the entire report
- Allow for more efficient reviews with built in data validations
- Be able to work remotely from HQ or district offices due to the digital data submissions

UIC – Submit and Review Analytical Sample Data

Advanced Filtering <input type="text" value="Search"/> 				
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